

**U.S. DEPARTMENT OF COMMERCE
U.S. Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: November 17, 2008
CLOSING DATE: December 2, 2008

Recruiting Bulletin No.: NYRO - 09-005
U.S. Bureau of the Census
New York Regional Office
New York, New York

VACANCIES: FEW

POSITION: CLERK
GG-0303-04 - Salary \$29, 663.00 PA

PROMOTION POTENTIAL: None

EXCEPTED SERVICE APPOINTMENT: NOT-TO-EXCEED 1 (one) YEAR

DUTY LOCATION: New York, NY

WORK SCHEDULE: Intermittent position. The incumbent of this position is covered by mixed-tour employment program. If the applicant selected for this position is not already serving under a mixed-tour work schedule, he/she must sign an Excepted Service Mixed-Tour Employment Agreement prior to appointment.

WHO MAY APPLY: All qualified US citizens

DUTIES: Assisting in making up, packing and mailing interviewer assignments. . Receives questionnaires; edit for completeness, accuracy, reasonableness and consistency. Check in completed work; reviews and edit payrolls for accuracy and data entry. Performs other duties as assigned such as; typing of forms and letters.

QUALIFICATIONS: For the GG-04, applicants must have 1 year of general experience OR 2 years above high school obtained in an accredited business, secretarial or technical school, college, or university, OR equivalent combinations of education. **If qualifying based on education you MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, type(semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.**

General Experience - is defined as progressively responsible clerical, office or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

EVALUATION CRITERIA: **Applicants are required to pass a U.S. Census Bureau written exam.**

Payment of relocation expenses IS NOT authorized.

HOW TO APPLY: Please call our recruiting section at **212-584-3410**, between 9:00am - 4:30pm, Monday thru Friday to be scheduled for the written test, before the closing of business (5:00pm) on 12/02/08. Each applicant must submit a separate completed Application form **OF-612** (Optional Application for Federal Employment) or a

resume plus any additional required material for each grade level, listing your work duties and accomplishments relating to the job for which you are applying by 12/02/08. Please mail or hand deliver your application and supporting documents to:

U.S. Census Bureau
New York Regional Office
395 Hudson Street - Suite 800
New York, NY 10014
ATTN: Administrative Officer

Applications or resumes must be received for evaluation, failure to receive application or resume by close of business 12/02/08 will result in loss of consideration or taking exam.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- **Recruiting Bulletin number and title.**
- **Full name, mailing address (including zip code) and day and evening phone numbers (with area code).**
- **Social Security number.**
- **Country of citizenship (this Federal job requires U.S. citizenship)**
- Veteran's Preference - Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointments, should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (212)584-3410.

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.